

- ①. JOHN F. DOE, director, Blank Department of Public Safety, State of Blank,  
(name of city and state).
- ②. "The Police and Organized Crime"
- ③. 61st annual conference of the International Association of Chiefs of Police,  
Roosevelt Hotel, New Orleans, La.
- ④. 9:30 a.m., Wed., Sept. 29, 1954

(Start the text of your paper about 4 inches from the top of the first page.)

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- ①. Give your full name, title, and address. Put your name in all caps and underline it.
  - ②. Give the title of your paper, put it in quotes and underline it.
  - ③. Put these two lines in to identify conference.
  - ④. List exact time of your paper on program and underline it.